



TEXAS VETERANS
COMMISSION

Texas Veterans Commission Grants Portal Negotiation Training Guide



tvc.fluxx.io



Fund for Veterans' Assistance



www.tvc.texas.gov

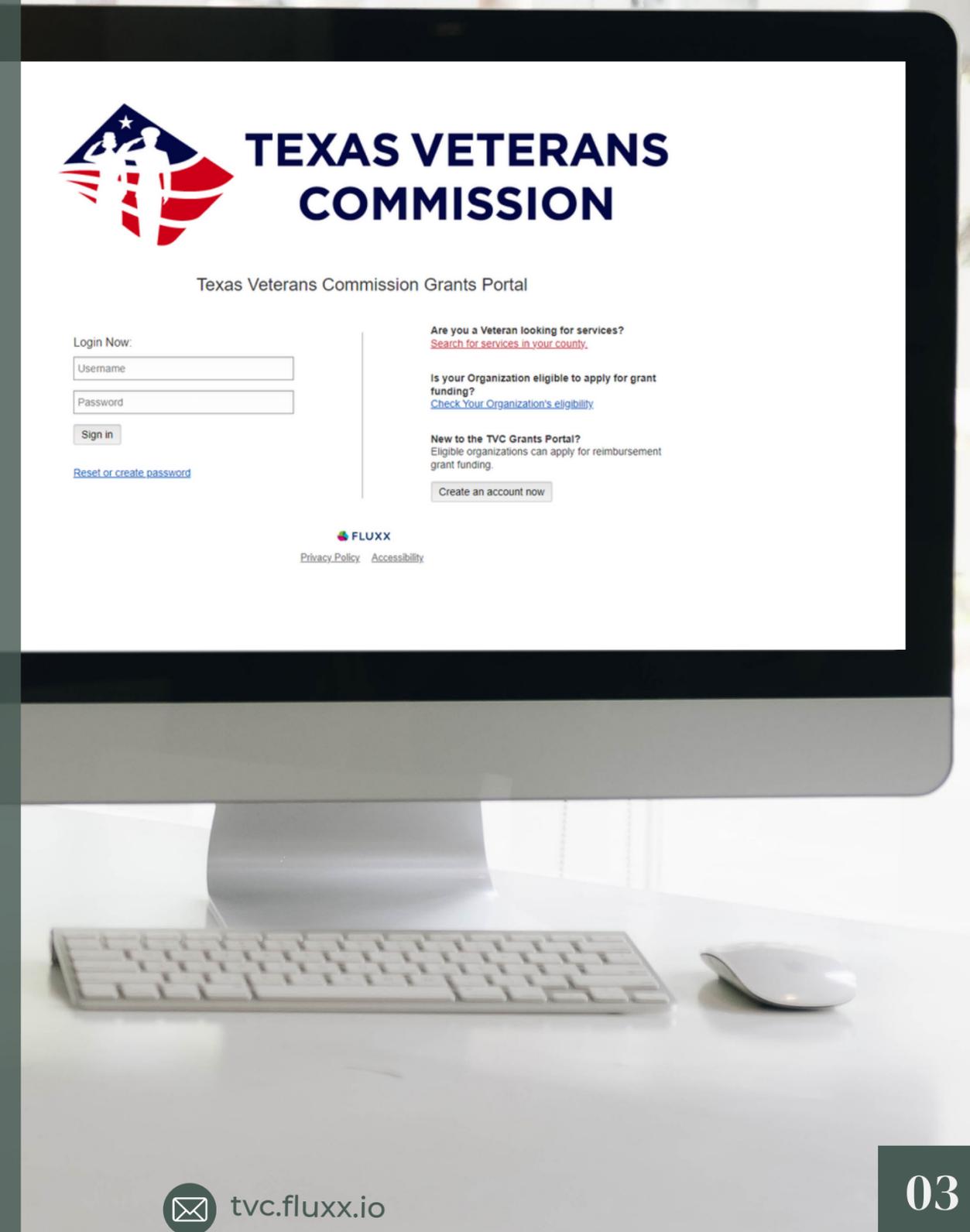
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Purpose

This guide will help TVC Grants Portal applicants access their applications in the Negotiation Card to make edits based on FVA guidance.

- If any part of the submitted application needs to be revised (for example, if the Grantee is awarded an amount other than that requested or the application mischaracterizes or contains unallowable costs), the Awarded Applicant must submit a revised application during post-award negotiations, following the 3rd Quarter Commission Meeting.
- Any element of the awarded application that is outside the scope or allowable expenses for the awarded service category will be removed during negotiations.
- The Agency will provide specific instructions and guidelines during the negotiations period to revise the Grantee's application in TVC's Grants Portal using this Negotiations User Guide.



Process

The process for approving grants in the TVC Grants Portal system begins with Negotiations. These are edit requests from FVA staff to grantees asking for necessary application revisions. Here are the steps involved:

1. FVA staff will add comments on the application to inform the Grantee of required changes to the application ensuring the scope of services and allowable expenses are consistent with Federal, State, and TVC governing policy.
2. The Grantee will log into the TVC Grants Portal (fluxx.io).
3. The Grantee will make the noted changes, following the instructions in this guide, and re-submit the application for final review in the TVC Grants Portal.
4. After final review of negotiated changes, the application will be available for the grantee to review and sign the Notice of Grant Award (NOGA).

Approval Workflow:



Negotiations - Grantee Action

Notice of Grant Award (NOGA) - Grantee Action

Approvals/Edit Requests - TVC Action

Grant Cycle Begins - Monthly PRRs & PRs

This guide will focus solely on the Negotiations Process.

Award Email

You should receive an email from grants@tvc.texas.gov congratulating you on your grant award.



1. Negotiations Explained

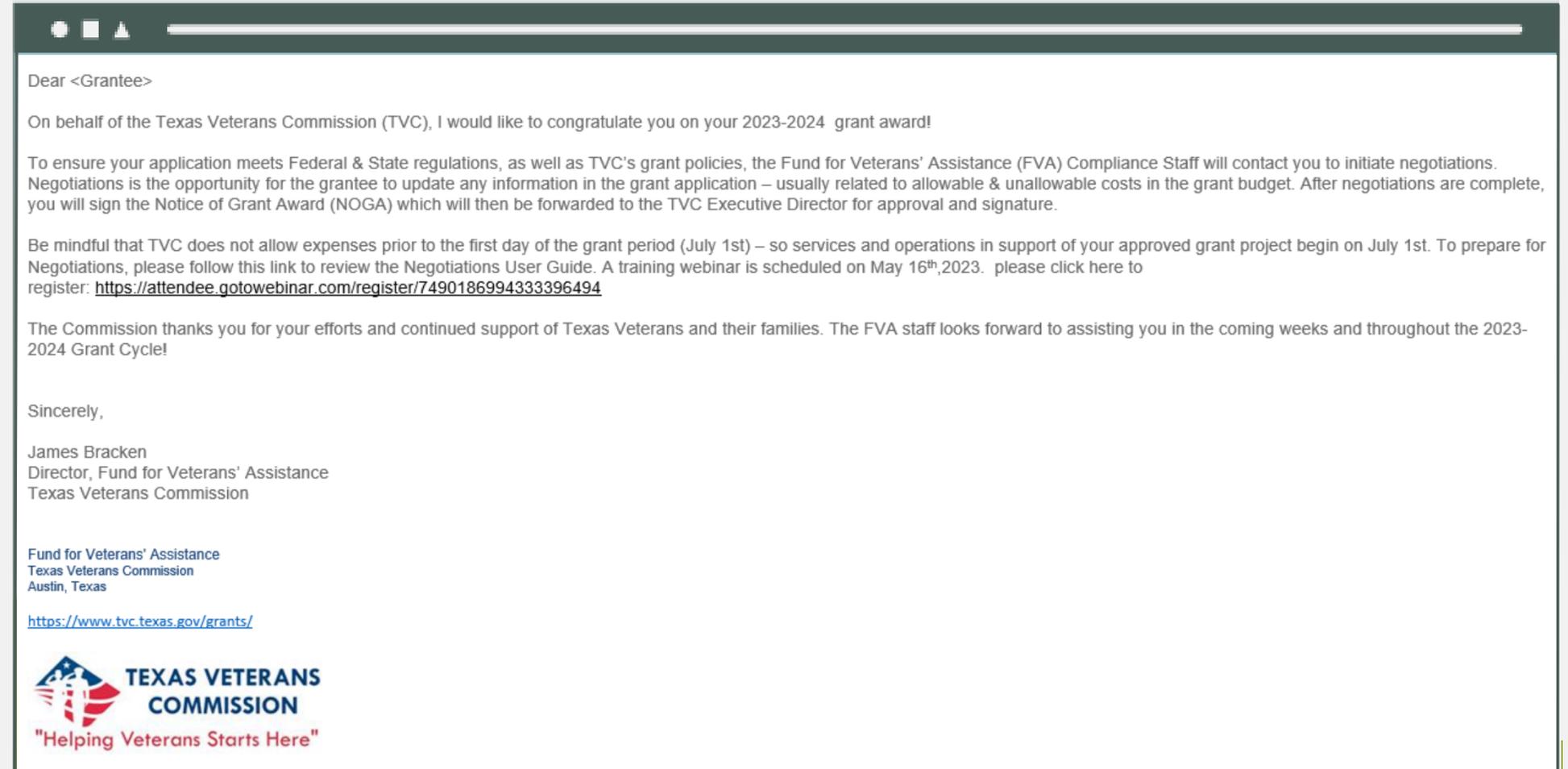
This email will explain the purpose of the negotiation step and outline the other steps in the process. It will also provide important deadline information and links to assist you with the negotiations.



Before making the changes requested during the negotiations in the online system, it's a good idea to have all of the information you need available. If you have to stop, be sure to save your application before you leave the page.



Please note the negotiations may be sent back to you more than once. Please be sure to make ALL changes requested by FVA staff.



Requests to Edit

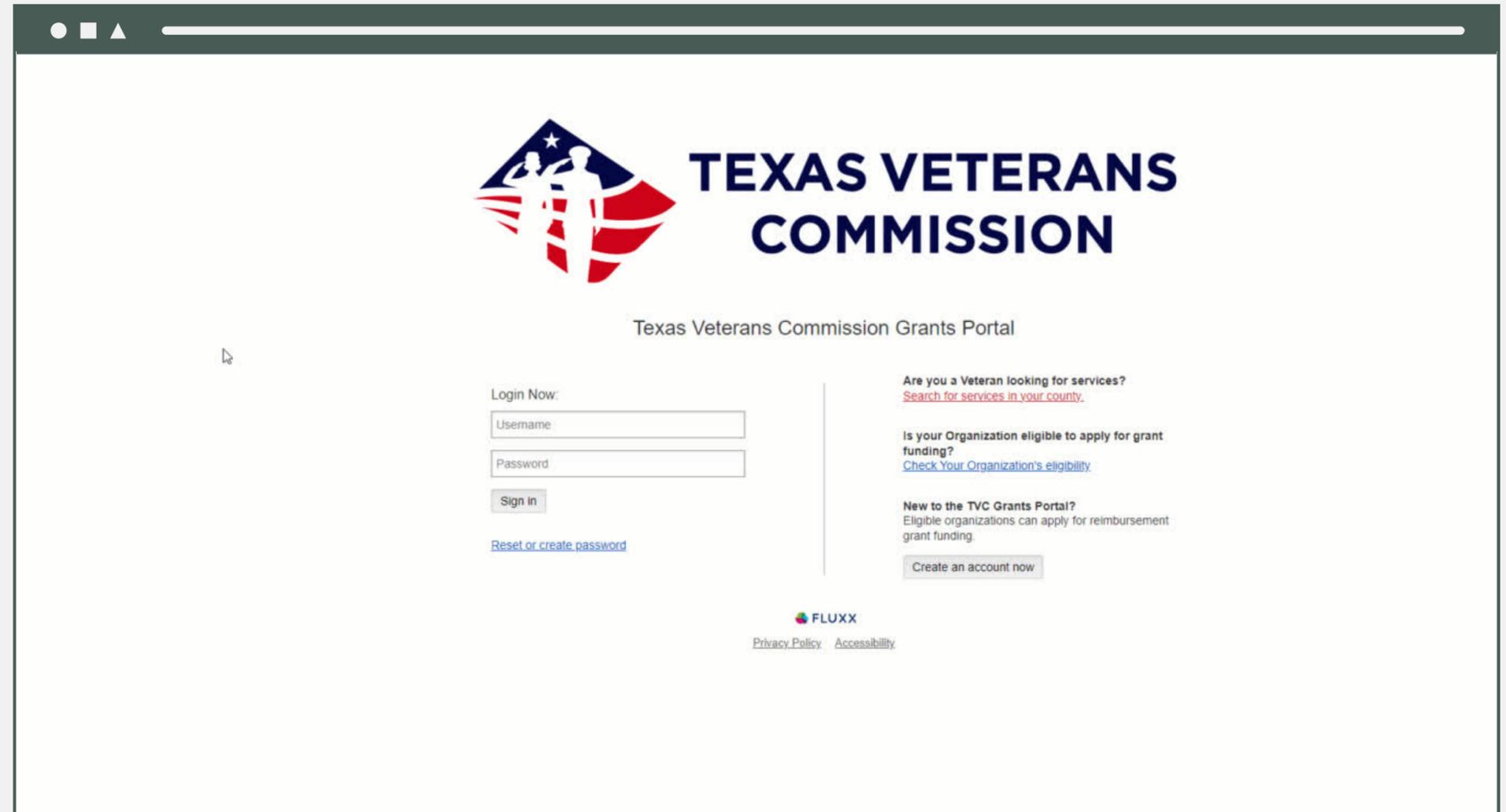
Follow the steps below to access your account in the grants portal and make necessary edits.

1. Logging in to Your Account

To access the TVC Grants Portal, type tvc.fluxx.io into your browser's URL address bar. In the "Login Now" section, enter your username and password.

If you have forgotten your password, you can click on "Reset or create password" and follow the steps.

Once you are logged in, under the Requests tab, click on "Requests to Edit". The number displayed indicates the number of applications available to edit.



The screenshot shows the Texas Veterans Commission Grants Portal login page. At the top center is the Texas Veterans Commission logo, which features a stylized American flag and the text "TEXAS VETERANS COMMISSION". Below the logo is the text "Texas Veterans Commission Grants Portal". The page is divided into two main sections. On the left, under the heading "Login Now:", there are two input fields for "Username" and "Password", a "Sign in" button, and a link for "Reset or create password". On the right, there are three sections of text with links: "Are you a Veteran looking for services?" with a link "Search for services in your county"; "Is your Organization eligible to apply for grant funding?" with a link "Check Your Organization's eligibility"; and "New to the TVC Grants Portal?" with the text "Eligible organizations can apply for reimbursement grant funding." and a button "Create an account now". At the bottom center, there is the FLUXX logo and links for "Privacy Policy" and "Accessibility".

2. Select Application

Select the application to edit by clicking on it. If you applied for two programs, both will be displayed.

The Request Workflow Status shows the application is in **Negotiations - Sent Back**.

3. Review Comments

Under the Negotiations dropdown, the **Feedback** section will display the comments to the applicant. Review the comments to determine what action needs to be taken.

The screenshot displays the FLUXX application interface. On the left is a navigation sidebar with categories: INFORMATION (Grantee Portal, Apply for Funding), ORGANIZATIONS (1) (Organizations (1)), PEOPLE (3) (People (3)), REQUESTS (3) (Drafts, Requests to Edit (1), Submitted Requests, Not Submitted by Deadline (2)), GRANTS (Active, Closed), and REPORTS (5) (Reports Due (3), Reports to Edit, Submitted Reports (2)). The main content area is split into two panels. The left panel shows the organization details: 'Test Organization Inc.', ID: R-2022-72135959, 'Housing for Texas Heroes Program', and 'Amount Awarded: \$300,000.00'. The right panel shows the request details: 'Test Organization Inc.', ID: R-2022-72135959, VCISO: No, Start Date: 2023-07-01, End Date: 2024-06-30, 'Housing for Texas Heroes Program', Submission Deadline: 2022-12-06, Amount Awarded: \$300,000.00, and Budgeted Amount: \$500,000.00. Below this is a 'Request Status' progress bar with stages: Draft, Review, **Negotiations - Sent Back** (highlighted), Review, and Closed. Underneath are sections for 'Negotiations', 'Feedback' (with a message: 'Please make sure to upload all required files before resubmitting application.'), and 'Comments for TVC:'. A red error banner at the bottom states: 'The total budgeted amount is not equal to the awarded amount - please adjust your budget.' Below the banner is a 'Status' section with a blue button labeled 'Sent Back for Revisions' and a 'Table of Contents' section with a link for 'Additional Organization Information Full Application'.

In this example, the budgeted amount is not equal to the awarded amount, so the budget needs to be adjusted - in this case, reduced from \$500,000 to \$300,000. You can see the amounts listed in the heading.



4. Edit Application

For your application to move forward in the process, you must make the requested changes. To do so, click on "Edit". This will allow you to make necessary changes to various sections of your application.

In this example, the next step is to click on "Budget Tables" in the Table of Contents tab. This will take you to the Budget Tables section of your application, where you can make adjustments as needed.

The screenshot displays the FLUXX application interface. On the left is a navigation sidebar with categories: INFORMATION, ORGANIZATIONS (1), PEOPLE (3), REQUESTS (3), GRANTS, and REPORTS (5). The main content area shows details for 'Test Organization Inc.' (ID: R-2022-72135959) for the 'Housing for Texas Heroes Program' with an awarded amount of \$300,000.00. The 'Request Status' is 'Negotiations - Sent Back'. A red warning banner states: 'The total budgeted amount is not equal to the awarded amount - please adjust your budget.' The status is 'Sent Back for Revisions'. A 'Submit Revisions' button is visible at the bottom right.



Be careful not to make non-negotiated changes! These changes are tracked, and any non-negotiated changes will result in the application being put into request to change status again. This could cause delays in the process. **MAKE ONLY THE REQUESTED CHANGES!**



4.1 Adding details to budgeted expenses

During Negotiations, the Grantee will be required to add details for all Budget Group budgeted expenses to explain the use of requested funds.

The following Budget Group Expenses require details:

- Salary
- Fringe
- Supply
- Direct Client Services
- Other Direct Costs
- Indirect Costs

For example, in the Salary details for an Intake Coordinator, you would write something like: "Reviews all eligibility documents, meets with client, and sets appointments." If you make any changes to the original amounts, be sure to also include that note in the details section.

Net Assets at the end of the Year* \$200,000.00

Budget Tables

Note: Group totals will not refresh in edit view until application is saved/refreshed. Please press **Save** to view updated totals, or press **Save & Close** to preview your full budget summary.

Budget Groups

Salary & Fringe Group
Travel Group
Supplies Group
Direct Client Services Group
Other Direct Cost Group
Indirect Cost Group

Salary & Fringe Group

Line Items

Test Employee	\$78,760.00	Details: Reduced from 100% to 75% or \$78,760	Edit
Second Employee	\$26,260.00	Details:	Edit
John Johnson	\$46,000.00	Details: Reduced from 100% to 60%	Edit
Dan Danson	\$61,600.00	Details: Reduced from 100% to 60%	Edit
Salary & Fringe Group Total:	\$202,500.00		

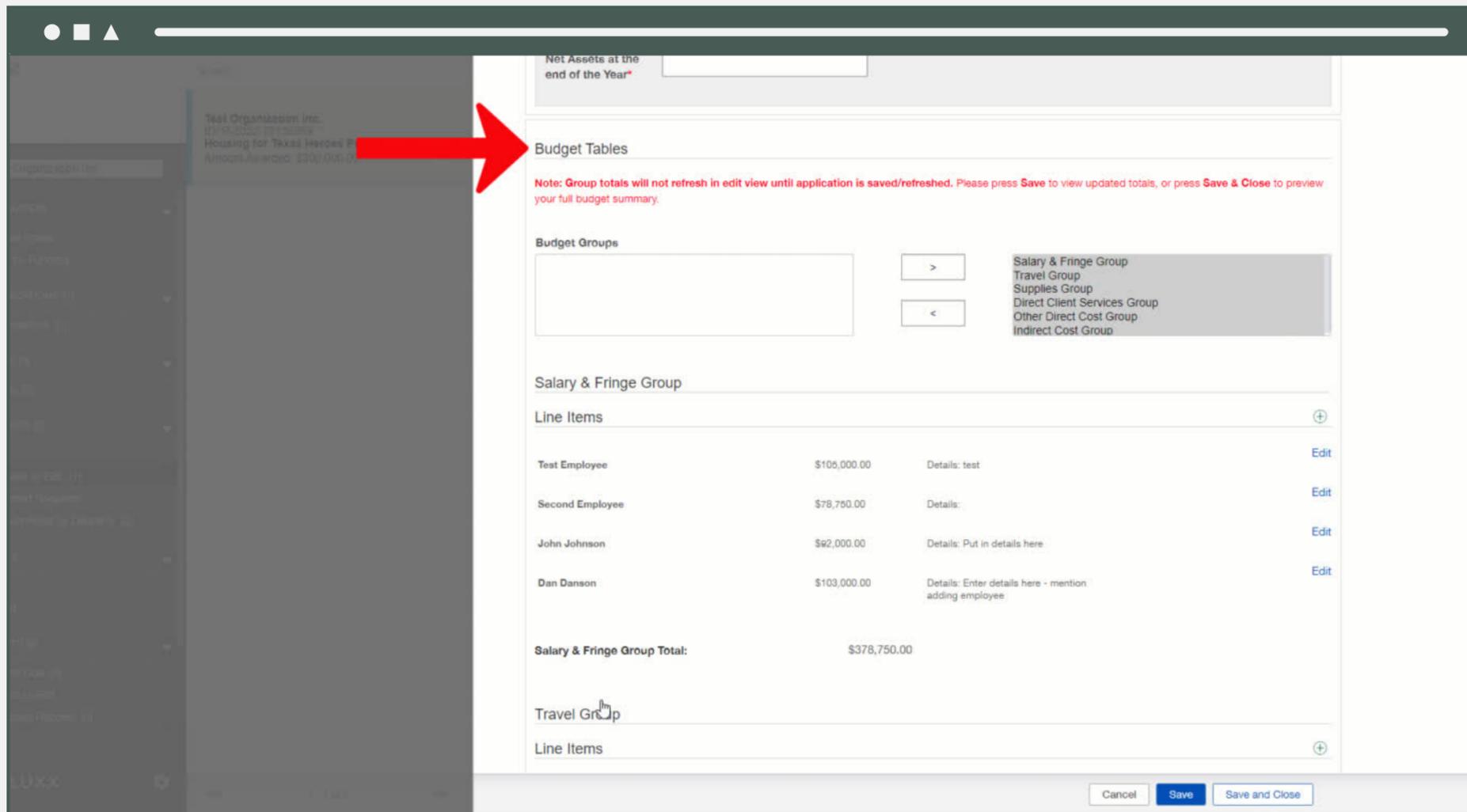
Travel Group

Line Items

Cancel Save Save and Close



The Travel Budget Group does not require details since during the initial application process, these details were provided.



4.2 Adjusting Budget Tables

In this example, the Salary/Fringe, Travel, and Other Direct Costs Groups need to be reduced to meet the scope of the project.

Click on the "Edit" buttons to the right of each individual line items to make the changes.

In this case, the salaries are being reduced by changing the percentage of time worked on the TVC Grant. The first employee is being reduced from 100% to 75%, the second is reduced from 100% to 25%, and the other two are reduced from 100% to 50%. A note is added to each line to explain the adjusted salary details and adjustments to Fringe are made.

Click on "Save" for each line item.



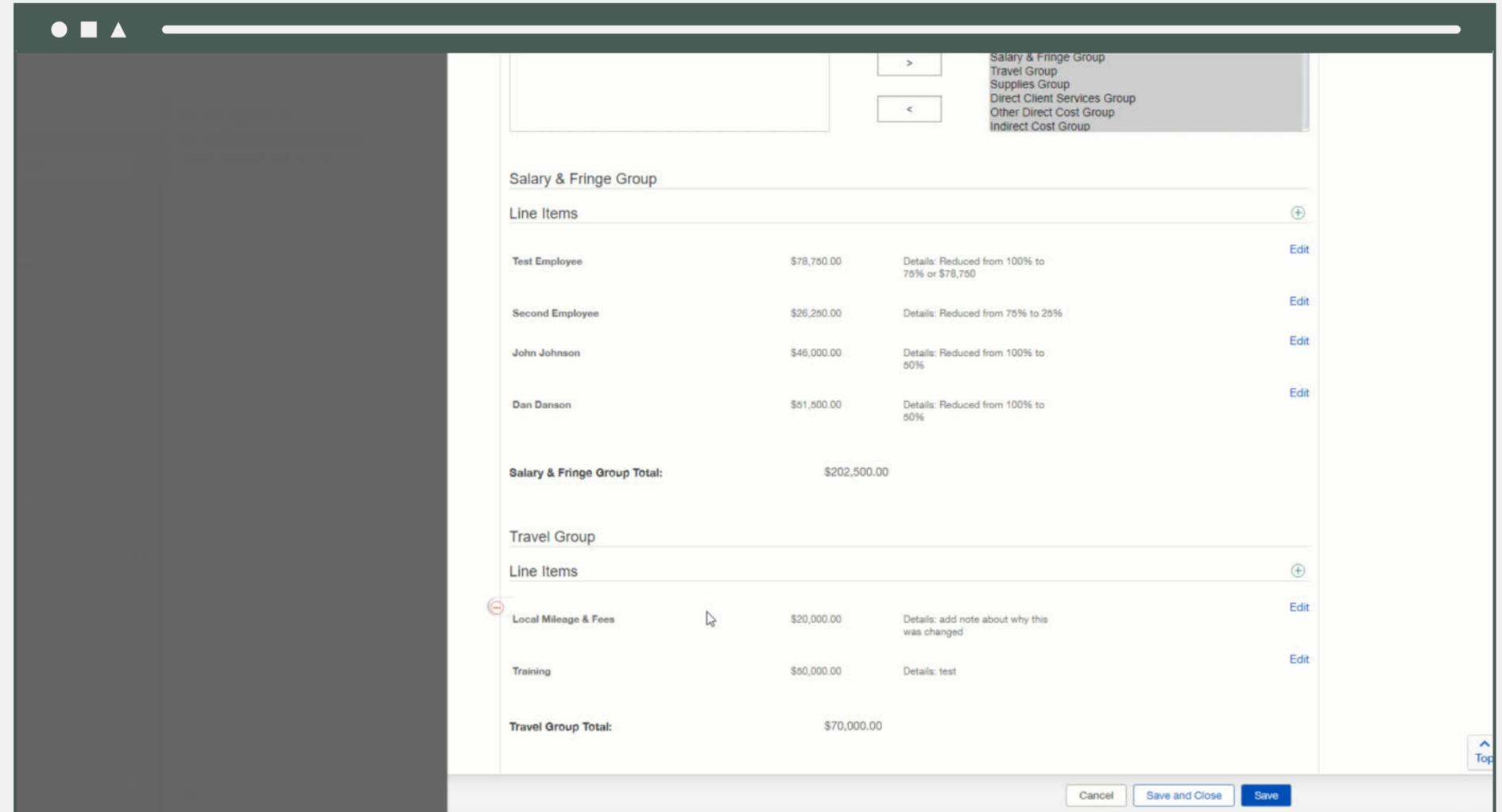
Always add a note explaining what was adjusted in that line item (in addition to the details explaining the item itself). Remember to click "Save" for that item, but note that the new group total won't be reflected until you refresh the page or click "Save" or "Save and Close" at the bottom of the page. If you click "Save and Close", you will be taken out of edit mode and will need to click "Edit" again when ready to move on.

To see the new total budget, scroll to the bottom of the page to "Total Budget" or click on the "Top" button to quickly scroll to the header. There you will see if the awarded amount and budgeted amount match.

If they still do not, you will see the same warning indicating the mismatch. You may also see a new warning saying the budget needs to be rounded to the nearest \$5,000, so keep that in mind when making your adjustments.

In this example, in the **Travel Group** section, the number of miles is being reduced and the appropriate notes are being made. In **Other Direct Costs Group**, printing items are being reduced and adjusted to meet the \$5,000 warning. Appropriate notes are made.

Click "Save" to see the new total. The budget now matches the awarded amount and the warnings are gone. Click "Save and Close" to save your work. The revised application is now ready to be sent back to FVA.



These examples are not all-inclusive. You may need to make changes to different sections that are more appropriate for your situation.



4.3 Comments Warning

You may see a warning that says "Comments must be added to every line of your budget in order to resubmit your application."

This means there is a line item somewhere in your application that does not have comments in it. You must ensure you add those comments while editing your application and before you attempt to submit your revisions.

Click on "Edit" to the right of each line item to make the changes.

These comments should clearly indicate the changes you have made to that line item.

The screenshot displays the FLUX application interface. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS (1), PEOPLE (3), REQUESTS (2), GRANTS, and REPORTS. The main content area shows details for 'Test Organization Inc.' with ID R-2022-18189, a budgeted amount of \$145,000.00, and a status of 'Negotiations - Sent Back'. A prominent red warning banner at the bottom of the main content area reads: 'Comments must be added to every line of your budget in order to resubmit your application'. Below this, there is a 'Status' section with a 'Sent Back for Revisions' indicator and a 'Table of Contents' section. A 'Submit Revisions' button is located at the bottom right of the interface.



Let FVA staff know immediately if there have been any changes to your Organization's contact information. They will make these changes for you.

Submitting Revisions

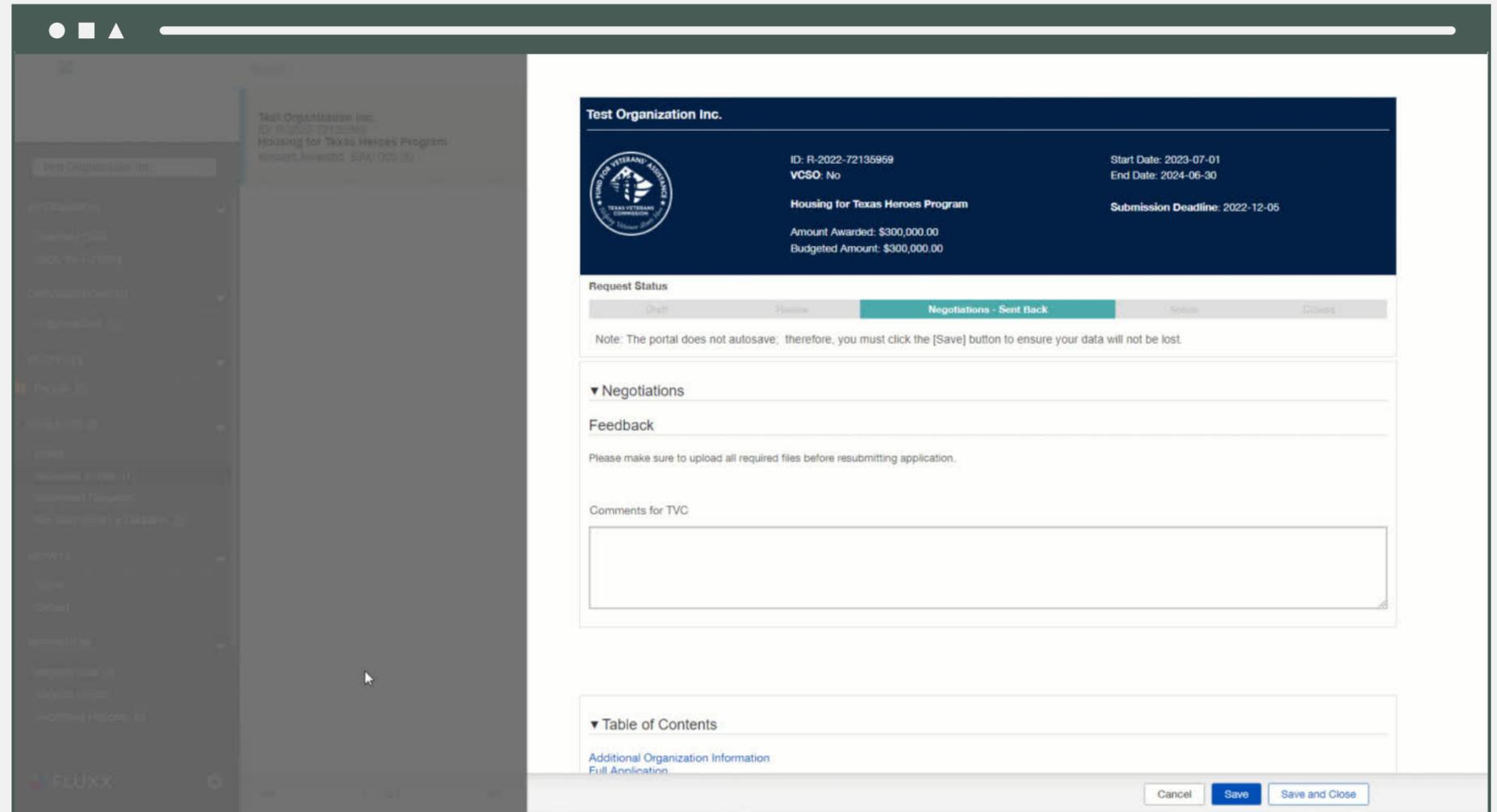
Once all adjustments have been made, you must submit your revisions to FVA.

1. Submit Revisions

Click "Submit Revisions". Click on "OK" to confirm you are ready to submit the changes.

The message "Grant request was successfully updated" will display. Refresh the page to see that no Requests to Edit show up (or have been reduced if you have two) and Submitted Requests now indicates the change. The Request Status now shows Negotiation Process.

Grantee actions are complete at this point.



Before you return the negotiated application back to FVA, be sure to add a comment at the top of the application under the FVA Negotiations Comments. indicating all negotiated changes have been made and all note details for all Budget Group Expenses have been included.

